



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: OGC-06-144A (EH) (MPP)

JOB TITLE: Paralegal Specialist, GS-950-09

AREA OF CONSIDERATION: Government-Wide

Open to current Federal employees serving under a career or career conditional appointment in the competitive service, ICTAP/CTAP eligibles in the local commuting area, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Authorities. Veterans who are preference-eligible or who have been separated from the Armed Forces under honorable conditions after 3 years of continuous active service may apply.

OPENING DATE: 09/08/06

CLOSING DATE: 10/06/06 Applications must be received by 5:00 p.m. EDT

PROMOTION POTENTIAL: GS-11

STARTING SALARY: GS-09 \$44,856 pa

NOTE: THIS VACANCY ANNOUNCEMENT IS BEING AMENDED TO EXTEND THE CLOSING DATE TO RECRUIT ADDITIONAL APPLICANTS. APPLICANTS THAT PREVIOUSLY APPLIED UNDER VACANCY ANNOUNCEMENT CJP-06-096 (EH)(MPP) MUST RE-APPLY TO BE CONSIDERED.

Paralegal Specialist, GS-950-09, (1 position), Court Services & Offender Supervision Agency (CSOSA), Office of the Director, Office of the General Counsel, Washington, DC.

DUTIES: The incumbent is responsible for analyzing and evaluating claims and other matters arising from various legislative acts. Selects, assembles, summarizes and compiles substantive information including statutes, regulations, orders, digests, commentaries, legal instruments, and other legal reference material. Assists in case preparation for litigation by analyzing facts and legal questions. Receives, investigates and recommends actions regarding submissions under various tort claim acts. Reviews all investigative materials compiled. Examines and evaluates requests for information under the Freedom of Information and Privacy Acts. Incumbent will consult with other Federal and State agencies regarding Freedom of Information and Privacy Act regulations and related cases as requested, and will coordinate related lawsuits with personnel attorneys and other agencies. Prepares litigation reports in connection with lawsuits filed against CSOSA; summarizes the factual situation, the basis of the complaint, the legal issues presented, and relevant case law.

QUALIFICATIONS: For the GS-09, applicants must have a master's or equivalent graduate degree **OR** 2 full years of progressively higher level graduate education leading to such a degree **OR** 1 year of specialized experience equivalent to at least the GS-07 level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Regarding this position, specialized experience includes experience assisting in case preparation for litigation by gathering and analyzing facts and identifying legal issues. Specialized experience also includes (1) receiving and investigating submissions under various tort claim acts, (2) providing background and supporting information for litigation reports in connection with lawsuits, (3) summarizing the factual situation, the basis of a complaint, the legal issues presented, and relevant case law, (4) collecting additional facts from staff members, and (5) preparing various affidavits (e.g., on action taken by the staff, failure of plaintiff to exhaust administrative remedies).

Time-in-grade restrictions apply for current Federal employees. For time-in-grade requirements, status eligibles must have one year at the GS-07 level to be eligible for the GS-09 level. Status-eligible candidates must meet time-in-grade requirements within 30 calendar days of the closing date of this announcement.

EVALUATION METHODS: Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

APPLICANTS WHO DO NOT SEPARATELY ADDRESS THE KSAs WILL NOT BE CONSIDERED FOR THE POSITION.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the Freedom of Information and Privacy Acts, and significant FOIA case law.
2. Demonstrated knowledge of legal references sufficient to perform thorough legal research into the legislative history, precedent cases, decisions and opinions that may be applicable.
3. Demonstrated knowledge of document control and security measures required to ensure against the release of any investigative information, which would endanger pending cases.
4. Ability to communicate effectively in writing to prepare reports, legal briefs and summaries of analyses.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the

qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants must submit a copy of their latest SF-50 and a copy of their performance appraisal dated within the last 12 months.

Veterans: Veterans must submit their DD-214 and all supporting documents as proof of their Veterans Employment Opportunity Act (VEOA) eligibility to be considered for this position.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or meet the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or TTY (202) 220-5474. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.